

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Purchasing

**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division

**AUTHORIZED BY:** Lisa H. Spriggs  **CONTACT:** Ray Hooper  **EXT.** 7111

**Agenda Date** 02/24/04 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

**MOTION/RECOMMENDATION:**

**BACKGROUND:**

**CONSTRUCTION CONTRACTS**

16. **Approve Change Order #1 to CC-1204-03/BJC – NW Service Area Flow Meter Replacement with Interstate Engineering Corp., Boca Raton (\$51,802.59 + 56 days).**

CC-1204-03/BJC provides for all labor, materials, equipment, coordination, transportation and incidentals necessary for the replacement of thirteen (13) existing raw and finished water flow meters at three (3) existing water treatment

**Reviewed by:**

**Co Atty:** \_\_\_\_\_

**DFS:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**DCM:**  \_\_\_\_\_

**CM:**  \_\_\_\_\_

**File No.** CFSP00

plants in Seminole County's Northwest Service Area. Change Order #1 will provide for upsizing and the addition of air release valves and electronic drawdown monitors. An additional 56 calendar days are necessary for the completion of this project.

The following is a summary of the cost of the contract:

Original Contract Sum	\$289,000.00
Add Change Order #1	<u>51,802.59</u>
Revised Contract Sum	\$340,802.59

Funds are available in account number 087801-56065000 (Water and Sewer, Construction in Progress), CIP #DF85241X. Environmental Services/Utilities Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Change Order.

- 17. Approve Change Order #1 to CC-1214-03/PWM – Southern Service Area Flow Meter Replacement with Interstate Engineering Corp., Boca Raton (\$46,971.16 + 70 days).**

CC-1214-03/PWM provides all labor, materials, equipment, coordination, transportation and incidentals necessary for the replacement of fourteen existing raw and finished water flow meters at three existing water treatment plants in Seminole County's Southern Service Area. Change Order #1 will provide upsizing and the addition of air release valves and addition of electronic drawdown monitors. An additional 70 calendar days are necessary for the completion of this project.

The following is a summary of the cost of the contract:

Original contract Sum	\$365,000.00
Add change Order #1	<u>46,971.16</u>
Revised Contract Sum	\$411,971.16

Funds are available in account number 087801-56065000 (Water and Sewer, Construction in Progress), CIP #DF85241X. Environmental Services/Utilities Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Change Order.

- 18. Accept and authorize the Chairman to execute the Certificate of Completion for CC-1192-02/BJC – Tusawilla Forest Subdivision Wall with Schuller Contractors Inc., Orlando (Certificate of Completion).**

CC-1192-02/BJC provided for all labor, materials, equipment, coordination and incidentals necessary to demolish and remove a portion of the existing barrier wall, footer, pilasters and debris from the job site and construct a new concrete block

stucco wall and pilasters in accordance with the Tuscawilla Forest Subdivision Barrier Wall plans as incorporated into the construction documents. As of January 27, 2004, all work and documentation has been satisfactorily completed.

Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the acceptance of this project and authorize the Chairman to execute the Certificate of Completion.

- 19. Accept and authorize the Chairman to execute Change Order #3 and the Certificate of Completion for FC-1165-01-A/BJC – CR 419 Phases I & II with Southland Construction, Apopka (Certificate of Completion and \$220,105.42 + 55 days).**

FC 1165-01-A/BJC provided for all labor, materials, equipment, coordination and incidentals necessary to four-lane approximately 3.2 miles from Lockwood Blvd to Second Street in Chuluota. As of February 6, 2004, all work and documentation has been satisfactorily completed.

Change Order #3 will provide for new pay items required to complete the project due to conditions encountered in the field and final adjustments for quantities. An additional 55 days of contract time for adverse weather (7 days), additional work (45 days), and Contractor's holiday time (3 days) is required.

Previous Contract Sum:	\$8,185,071.64
Change Order #3	<u>220,105.42</u>
Revised Contract Sum:	\$8,405,177.06

Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve Change Order #3 and the acceptance of this project and authorize the Chairman to execute the Certificate of Completion.

## **REQUEST FOR PROPOSALS**

- 20. Award RFP-4208-04/TLR – Seminole County Substance Abuse Services to The Grove Counseling Center, Inc., Longwood (Not-to-Exceed \$100,000.00 per year).**

RFP-4208-04/TLR will provide for a non-profit agency, licensed by the State of Florida to provide nationally accredited programs for both male and female clients for substance abuse and behavioral issues, including, but not limited to a full range of therapeutic services, including individual, group, and family therapy. This project was publicly advertised and the County received three submittals (Listed alphabetically):

- The Center for Drug Free Living
- The Grove Counseling Center, Inc.

- Seminole Community Mental Health Center

The Evaluation Committee, which consisted of David Medley, CPM, Manager; Jean Jeffcoat, Manager, Community Services; Lee Bailey, Grants Coordinator; Rob Heenan, Principal Coordinator; and Kelly Metcalf, Community Services, evaluated the submittals. The evaluation was based on the following criteria:

- Accessibility of services
- Cost of services
- History of services provided
- Outcome Measurement

The Evaluation Committee recommends the award of the contract to The Grove Center, Inc., Longwood, at a not-to-exceed amount of \$100,000.00, for a period of one year, not withstanding date of execution, with one 1-year renewal.

Community Services/Community Assistance Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the agreement as prepared and approved by the County Attorney's Office with no major deviation of terms and pursuant to the scope of services in the RFP Documents.

**21. Approve Amendment #2 to RFP-4168-02/BJC – Collection Services with Merchants Association Collection Division, Inc., Tampa (18% of amount collected).**

RFP-4168-02/BJC provides a qualified firm to perform a complete review of outstanding receivables and engage in the appropriate activities required to collect the outstanding receivable for the Public Defender's Office, Environmental Services/Utilities, Animal Control and Library and Leisure Services at 18% of the amount collected. Amendment #2 will amend the agreement to include EMS/Fire/Rescue at the same 18% rate.

Public Safety/EMS/Fire/Rescue and Fiscal Services/Purchasing and Contracts Division recommend the board to approve and authorize the County Manager to execute Amendment #2 as prepared and approved by the County Attorney's Office.

**22. Approve Amendment #1 to RFP-4196-03/DRS – Marketing Consultant Services with Paradise Advertising & Marketing, Inc. of St. Petersburg, FL (Increase the NTE by \$52,500.00/year to cover Research Projects).**

RFP-4196-03/DRS provides all labor and incidentals necessary to provide a full service marketing agency to handle all aspects of the promotion of the County as a unique tourism destination. Amendment #1 adds research to the scope of services.

The current research contract with Choice Communications is being discontinued due to a shift in the markets pursued by Seminole County. Research will be added to the scope of services provided by the Marketing Consultant Services contract. Upon request, our marketing consultant will gather data through focus groups and other data collection methods to assist in pursuing the sports, corporate and meetings markets. Due to their expertise in the destination marketing field, Paradise has developed affiliations with companies who have already researched the area and therefore they can assist us in getting this data more cost-effectively.

A Budget Change Request moving \$52,500.00 from budget line 011020-53034 (contracted services/research) to 011020-53048 (advertising/marketing) is being submitted concurrently with this amendment request. With the research budget of \$52,500 added to their contract, the total contract value will become not-to-exceed \$177,500 per year. Work orders will be issued for specific research projects.

The following is a summary of the cost of RFP-4196-03/DRS:

Original Contract Sum	\$125,000.00
Add Amendment #1	<u>52,500.00</u>
Revised Contract Sum	\$177,500.00

Tourism and Fiscal Services/Purchasing and Contracts Division recommend that the board approve and authorize the County Manager to execute Amendment #1 as prepared by the County Attorney's Office.

**23. Approve Amendment #2 to RFP-4132-01/JVP – 911 Digital Recording Equipment Purchase and Maintenance Agreement, with Exacom Inc., Concord, NH (\$83,584.92).**

RFP-4132-01/JVP provides for 911 Equipment and Maintenance Services. Amendment #2 will provide for the purchase, installation, training and service of 34 additional Emergency Archival Recording Systems (EARS) for the County's Public Safety Answering Points (PSAP's). The "EARS" of Multi-Channel Instant Recall Records will seamlessly integrate with the Public Safety Answering Points Hindsight-Net logging recorders currently installed in Seminole County. The capability is unique to the Exacom "EARS" in that it allows instant recall unified recording solution. Emergency Communications personnel have instant access to the "EARS" which will support the existing logging recorder. The following is a summary of the cost of this contract:

Original Contract Sum:	\$137,478.53
Amendment #1:	44,250.81
Add Amendment #2	<u>83,584.92</u>
Total:	\$265,314.26

Funds are available in account number 055725-58081000 (Communications/E911 12500, Grants to Governmental Agency). Public Safety/E-911 Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the County Manager to execute the Amendment.

### **PROFESSIONAL SERVICES CONTRACTS**

- 24. Approve Amendment #1 to PS-5125-02/BJC – Cross Seminole Trail South – Phase II with Reynolds, Smith and Hills, Inc., (\$18,955.27).**

PS-5125-02/BJC provides for professional design services for the Cross Seminole Trail North – Phase III project. Improvements will include the existing trail corridor between Red Bug Lake Road and Franklin Street East, also including a 15' wide paved multi-use trail and un-paved trail for hiking and equestrian use. Amendment #1 will provide for environmental permitting requirements of St. Johns River Water Management District (SJRWMD), and Army Corps of Engineers (ACOE) for wetland impacts within the corridor during construction. Additionally, a 5' wide sidewalk extension is needed along the east side of SR 426 to connect the proposed trail.

The following is a summary of the cost of the contact:

Original Contract Sum	\$175,000.00
Add Amendment #1	<u>18,955.27</u>
Revised Contract Sum	\$193,955.27

Funds are available in account number 077533-56068000, CIP #DI50291X. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board approve and authorize the County Manager to execute Amendment #1.

### **SOLE SOURCE/PROPRIETARY SOURCE**

- 25. Approve Sole Source Procurement and authorize the issuance of Purchase Orders for the purchase of Flygt Submersible Sewage Pumps for the replacement of existing pumps, with Ellis K Phelps, Apopka (Not-to-Exceed \$200,000.00 per year/5 year term).**

Environmental Services Department utilizes Flygt Submersible Sewage Pumps in the operations of the Water and Waste Water Treatment Facilities. The replacement pumps will be ordered on an as-needed basis and Ellis K. Phelps & Company is the manufacturer and authorized supplier for Flygt Submersible Sewage Pumps. The availability of these replacement pumps units refrain the County from having to rebuild entire stations (i.e. piping, rails, lids, shoe, etc).

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis.

Environmental Services Department/Water and Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the issuance of Purchase Orders on an as needed basis as long as the cumulative amount of the purchases does not exceed \$200,000.00 per year for a five (5) year period.

**26. Approve Proprietary Source Procurement and authorize the issuance of Purchase Orders for the purchase of services related to maintenance and repairs of Solid Waste Scales, with Sanford Scales Company, Inc., Sanford (Not-to-Exceed \$150,000 for 3 year term).**

Sanford Scale Company, Inc. will provide maintenance, repairs and miscellaneous components related to the scales for the Solid Waste Management Division. This proprietary request is based on State requirements and Operational requirements. The State of Florida requires original manufacture parts and components on scales to maintain state certification. Operational requirements require same day response for the maintenance of the scales.

Because the Division operates five scales and averages more than five-hundred (500) transactions per day, a delay in maintenance would dramatically affect the County's operational capabilities. Currently, there are two (2) scale maintenance companies within the geographical area. Both companies are able to provide original manufacturer parts. Sanford Scale Company, Inc. will provide/warranty same day service, whereas Florida Industrial requires two to three days for maintenance scheduling. The estimated usage for the required services is not-to-exceed \$150,000 for a three (3) year period.

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis.

Environmental Services Department/Solid Waste Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Proprietary Source procurement and authorize the issuance of Purchase Orders on an as-needed basis as long as the cumulative amount of the purchases does not exceed \$150,000.00 for a three (3) year term.